

Welcome to the Family Employment Program offered through the Department of Workforce Services.

Our goal is to help you increase your family's income through employment and collection of child support. There are two important points for you to keep in mind:

1. Your family's cash benefits are time limited to 36 months during your lifetime.
2. You have the responsibility to participate in the program and take steps toward becoming more self-supporting.

**The mission of the Utah Department of Workforce Services is to provide quality, accessible, and comprehensive employment-related and supportive services responsive to the needs of employers, job seekers, and the community.**

**jobs.utah.gov**

**Utah Department of Workforce Services  
Utah's Job Connection  
140 East 300 South • Salt Lake City, Utah  
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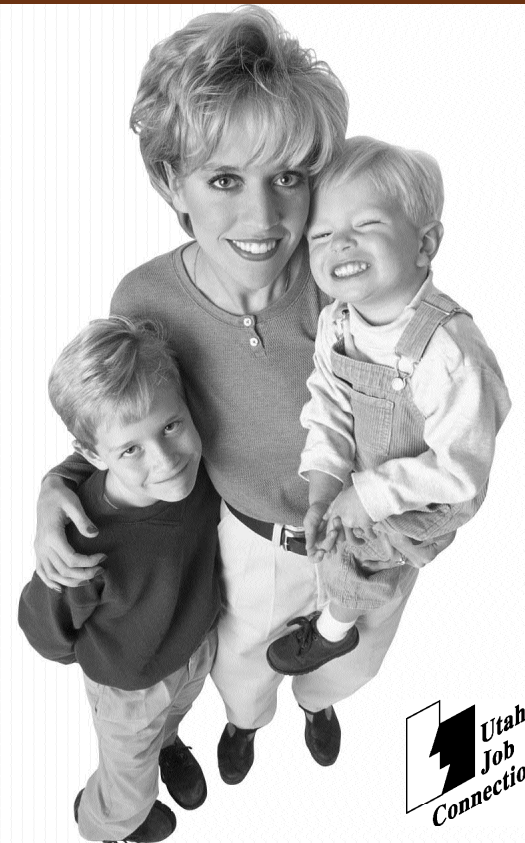
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Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call the state relay at 1-800-346-4128.

# **Family Employment Program**

*It's About Work*



## STEP 1: MEET YOUR EMPLOYMENT COUNSELOR

Your first step is to meet with your Employment Counselor and explore the problems that have made it difficult for you to support your family. Together, we will develop your own customized employment plan.

## STEP 2: CHILD SUPPORT RECOVERY

If you are not receiving child support, we will begin the process through the Office of Recovery Services. Your full cooperation is required. Any time you have new information regarding the employer or address of your children's non-supportive parent, you are expected to pass that information on.

## STEP 3: DEVELOP AN EMPLOYMENT PLAN

Once you have developed your employment plan, the Family Employment Program will provide temporary income while you prepare yourself for work. Your employment plan may include:

- Job search assistance
- Adult education or training in job skills

- Life skills classes
- Parenting classes
- Community work
- Part-time work
- Full-time work
- Counseling for dealing with personal problems or alcohol and drug dependency

The Family Employment Program always rewards work. The first \$100, and half of what you earn after that, will not be counted against any cash benefits you receive. You may also be eligible for other supportive services such as:

- Medicaid
- Payment of child care costs
- Earned income tax credits
- Food stamps

### **OPTIONAL STEP 3: DIVERSION**

In some cases, if it appears that you will be working and self-sufficient within a short period of time, you might receive a single payment to help you with an immediate financial crisis. This is called a diversion payment and replaces ongoing monthly support.

## STEP 4: EMPLOYMENT AND SELF-SUFFICIENCY

The goal of the Family Employment Program is to help you achieve self-sufficiency through employment. Employment and self-sufficiency help you in many ways:

- You will gain greater financial independence
- You will learn work skills that may lead to a better paying job
- You will become more confident
- You will learn valuable life skills
- You will become a positive role model for your children

## STEP 5: TRANSITIONAL BENEFITS

Even after you become employed, some benefits – such as payment of child care costs, food stamps, and Medicaid may stay in place, depending on your earnings, and help you remain employed.

### **REMEMBER:**

- Your benefits are time-limited to 36 months during your lifetime
- You must participate according to your negotiated employment plan to continue to receive benefits